

**U.S. MARINE CORPS
CIVILIAN HUMAN RESOURCES OFFICE
Camp Smedley D. Butler, Okinawa**

<http://www.mcbbutler.marines.mil/BaseInformation/CivilianHumanResourcesOffice/MLCIHAnnouncements.aspx>

Announcement No. **09-17**

Date: 11 Jan 17

POSITION VACANCY ANNOUNCEMENT

Eligible employees who are interested in being considered for the following vacant position(s) should submit the required documents listed below to the Japanese National Employment Unit, Civilian Human Resources Office (CHRO), located at bldg. #495(2F), Camp Foster by the closing date, 16:30. Incomplete applications will not be processed. Applications are subject to screening prior to referrals and only individual selected for interview will be contacted. **Submitted applications will not be returned. For information call 645-3370.**

***** PLEASE BE ADVISED SUBMISSION BY EMAIL OR FAX WILL NO LONGER BE ACCPETED *****

For those who do not have access to Camp Foster may drop off their application at Air Force or Navy HRO.

下記の職に応募を希望する従業員は、**資格条件を確認の上**、下記に指定された必要書類を〆切日の 16 : 30 までに人事部日本人雇用係（キャンブフォスター建物番号 4 9 5、2 階）に提出して下さい。**不備のある書類は受け付けられません。書類選考の上、被面接者のみにご連絡致しますのでご了承下さい。**提出された応募書類の返却はいたしません。お問い合わせは日本人雇用係（645-3370）までご連絡下さい

メール/FAX での応募は受け付けておりません。Foster のパスがない方は Air Force/Navy HRO に提出下さい。

PWO #: 003	Position title: Administrative Specialist, #9, BWT-1, Grade-4	
MLC F/T Permanent	Number of position(s): 1	Location: Camp Foster
Organization: MCB Camp Butler, G-8 Division, Internal Review Branch		
Area of consideration 募集範囲: Okinawa Wide (MLC/IHAs employed in Okinawa) 沖縄県内にて雇用されている全 MLC/IHA 従業員		Closing date: (提出期限) 20 Jan 17
Summary of duties: Keeps calendar, makes travel arrangement for Internal Review Officer. Prepares, Types and reviews written correspondence for the internal Review Office. Answers incoming calls. Types and reviews internal review reports and inspection correspondence. Assists the Internal Review Staff with cash counts, inspections, and training engagements. Assists with regulatory research for internal control reviews. Assists the Internal Review staff coordinate training conferences and schedule training engagements. Translates Japanese language documents for internal control review purposes. Retrieves data (SABRS, SMARTS, other unique Camp information systems) and put in spreadsheet and applicable format for internal review staff analysis. Assists internal review staff with quarterly cash counts. Coordinates/verifies current fiscal practices with Camp personnel and maintains record of discussion. Prepares internal review briefing slides and spreadsheets. Acts as primary information technology coordinator for the Comptroller Division. Acts as GCPC card representative for the Comptroller Division. Acts as GCPC card representative for the Comptroller Division. Acts as primary RO for the Comptroller Division. Maintains Comptroller sever files. Picks up and sorts incoming guard mail. Shops DSSC for internal Review Office etc.		
Qualification Requirements 資格条件 1. Must be able to speak, read and write English (LPL-2 or above). 2. Possess knowledge of advance function of Microsoft Office program such as Outlook, Power Point, Word and Excel. 3. Must have at least one year administrative experience in the next lower grade.		
Required documents 1. MCIPAC/CHRO/MLC-IHA 12300/2(Rev 4/14) & Questionnaire 2. Copies of certificates/licenses	必要書類: 1. MCIPAC/CHRO/MLC-IHA 12300/2 (Rev 4/14) & 質問表 2. 免許証・終了証のコピー	

応募者の皆さまへ、連絡先の携帯番号が非通知拒否設定されている場合、面接等の連絡が取れない場合があります。募集締め切り後、1~2 週間程度は非通知拒否設定を解除していただくようご協力お願いします。

LANGUAGE PROFICIENTY LEVEL (LPL)

語学能力級

LPL	TOEIC	ALCPT	TOEFL (PBT) Paper Based Test	TOEFL (CBT) Computer Based Test	TOEFL (iBT) Internet Based Test	CASEC	EIKEN 英検
4 – Exceptional 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent 流ちょうな能力を要する	730 ~ 859	90 ~100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average 平均的能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

*** LPL の証明書を提出してください。**